



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
102 MCNAIR DRIVE  
FORT MONROE VIRGINIA 23651-1047

REPLY TO  
ATTENTION OF

ATBO-C

3 JUL 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority to Approve Payment of Expenses  
to Obtain Professional Credentials

1. References:

a. Section 1112 of the National Defense Authorization Act for Fiscal Year 2002, Public Law 107-107, amending Title 5, United States Code, Section 5757

b. Department of Defense (DoD) Policy - Civilian Licenses, Certifications, and Related Expenses (Enclosure 1)

c. SOP on Army Requirements for Payment of Expenses to Obtain Professional Credentials (Enclosure 2)

2. Authority to approve payment of expenses to obtain professional credentials is delegated to addressees. This authority may be redelegated, in writing, to the lowest practicable level. Commanders must ensure funds are available within existing resources for execution of this authority, and that it benefits the systematic development and enhancement of job performance of employees in support of TRADOC mission and goals. Obligations must be recorded in the following Elements of Resource: 12SB for GS/GM employees, 12SC for WG employees, and 12SF for SES employees. The Defense Civilian Personnel Data System must be used to record payments made pursuant to this authority. Authorization of payment must be in compliance with Department of Defense policy contained at Enclosure 1 and Army requirements at Enclosure 2. Local bargaining unit obligations must be met prior to implementation.

3. Reference 1a authorizes use of this authority to provide an incentive for recruiting and retention of civilians for both appropriated and nonappropriated fund employees. This policy permits agencies to pay expenses for employees to obtain and renew professional credentials, including expenses for professional accreditation, professional licenses, certification, and examinations to obtain such credentials.

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4. Point of contact is Benjamin Pendleton, DSN 680-5236,  
commercial (757) 788-5236, benjamin.pendleton@monroe.army.mil

2 Encls



ANTHONY R. JONES  
Lieutenant General, U. S. Army  
Deputy Commanding General/  
Chief of Staff

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